Effective Goals

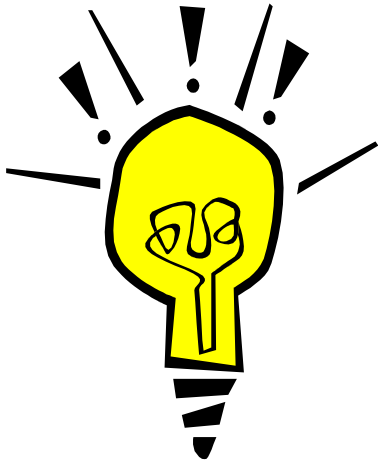**<u>Good Goals are S.M.A.R.T.*:</u>**

<u>S</u>pecific: Able to be clearly stated and direct

<u>M</u>easurable: Able to tell when completed

<u>A</u>ttainable: Appears realistic to the employee

<u>R</u>elevant: Has a bearing on the overall direction of the unit or organization

<u>T</u>ime bound: Have a sense of the scope and likely timeframe for completion

* <u>Putting the One Minute Manager to Work</u> by Blanchard and Lorber